

# County Connection

2477 Arnold Industrial Way    Concord, CA 94520-5326    (925) 676-7500    countyconnection.com

## BOARD OF DIRECTORS MEETING AGENDA

**Thursday, February 18, 2016  
9:00 a.m.**

**CCCTA Paratransit Facility  
Gayle B. Uilkema Memorial Board Room  
2477 Arnold Industrial Way  
Concord, California**

The County Connection Board of Directors may take action on each item on the agenda. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the Board of Directors.

- 1) Call to Order/Pledge of Allegiance
- 2) Roll Call/Confirm Quorum
- 3) Public Communication
- 4) Consent Calendar
  - a. Approval of Minutes of Regular Meeting of January 21, 2016\*
  - b. Receive Independent Auditor's Report on National Transit Database report Form FFA-10\*
  - c. Approval of Agreement with Waysine for Installation and Lease of Solar Message Signs at Select Bus Stops, Resolution No. 2016-016\*\*
- 5) Report of Chair
- 6) Report of General Manager
  - a. Recognition of Employees with 30 Years of Service
- 7) Board Planning Discussion  
(This will include setting priorities for future service increases, consideration of reserve policies and identifications of unfunded capital projects. Staff will provide information on these items; this will be followed by a Board discussion, resulting in potential Board direction for staff to develop future considerations for future budgets.)
- 8) Report of Standing Committees
  - a. Marketing, Planning & Legislative Committee  
(Committee Chair: Director Rob Schroder)
    - 1) State & Federal Legislative Update \*  
(The MP&L Committee recommends that the Board support AB 1592, AB 1746

Clayton • Concord • Contra Costa County • Danville • Lafayette • Martinez  
Moraga • Orinda • Pleasant Hill • San Ramon • Walnut Creek

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**

and SB 824 (seek amendments). The MP&L Committee also recommends that the Board review and approve the Draft County Connection 2016 Federal Legislative Program.)

9) Board Communication

Under this item, Directors are limited to providing information, asking clarifying questions about matters not on the agenda, responding to public comment, referring matters to committee or staff for information, or requesting a report (on any matter) be made at another meeting.

10) Adjournment

---

\*Enclosure

\*\*It will be available at the Board meeting.

## General Information

Possible Action: The Board may act upon any item listed on the agenda.

Public Comment: Each person wishing to address the County Connection Board of Directors is requested to complete a Speakers Card for submittal to the Clerk of the Board before the meeting convenes or the applicable agenda item is discussed. Persons who address the Board are also asked to furnish a copy of any written statement to the Clerk. Persons who wish to speak on matters set for Public Hearings will be heard when the Chair calls for comments from the public. After individuals have spoken, the Public Hearing is closed and the matter is subject to discussion and action by the Board.

A period of thirty (30) minutes has been allocated for public comments concerning items of interest within the subject matter jurisdiction of the Board. Each individual will be allotted three minutes, which may be extended at the discretion of the Board Chair.

Consent Items: All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Board Member or a member of the public prior to when the Board votes on the motion to adopt.

Availability of Public Records: All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body, will be available for public inspection at 2477 Arnold Industrial Way, Concord, California, at the same time that the public records are distributed or made available to the legislative body. The agenda and enclosures for this meeting are posted also on our website at [www.countyconnection.com](http://www.countyconnection.com).

Accessible Public Meetings: Upon request, County Connection will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service so that it is received by County Connection at least 48 hours before the meeting convenes. Requests should be sent to the Board Clerk, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or [hill@countyconnection.com](mailto:hill@countyconnection.com)

Shuttle Service: With 24-hour notice, a County Connection LINK shuttle can be available at the North Concord BART station for individuals who want to attend the Board meetings. To arrange for the shuttle service, please call Robert Greenwood – 925/680 2072, no later than 24 hours prior to the start of the meeting.

### Currently Scheduled Board and Committee Meetings

Board of Directors:	Thursday, March 17, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, March 2, 9:00 a.m. 1676 N. California Blvd., Suite 620, Walnut Creek, CA
Advisory Committee:	TBA, County Connection Board Room
Marketing, Planning & Legislative:	Thursday, March 3, 8:30 a.m., 2477 Arnold Industrial Way, Concord, CA
Operations & Scheduling:	Friday, March 4, 8:00a.m., Supervisor Andersen's Office 309 Diablo Road, Danville, CA

**The above meeting schedules are subject to change. Please check the County Connection Website ([www.countyconnection.com](http://www.countyconnection.com)) or contact County Connection staff at 925/676-1976 to verify date, time and location prior to attending a meeting.**

**This agenda is posted on County Connection's Website ([www.countyconnection.com](http://www.countyconnection.com)) and at the County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, California**

# County Connection

2477 Arnold Industrial Way

Concord, CA 94520-5326

(925) 676-7500

countyconnection.com

Agenda Item No. 4.a.

## CCCTA BOARD OF DIRECTORS

### MINUTES OF THE REGULAR MEETING

January 21, 2016

#### CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

Chair Dessayer called the regular meeting of the Board of Directors to order at 9 a.m. Board Members present were Directors Andersen, Hudson, Manning, Noack, Simmons, Storer and Tatzin. Director Hoffmeister arrived after the meeting convened. Directors Schroder and Worth were absent.

Staff: Ramacier, Chun, Barnes, Cheung, Churchill, Dean, Hill, Mitchell, Muzzini and Rettig

**PUBLIC COMMENT: None**

#### CONSENT CALENDAR

Legal Counsel, Madeline Chun stated that Item 4.d, Cap and Trade Grant (LCTOP) was prepared before the LCTOP funds were known, and recommended that Resolution No. 2016-014 be updated to reflect \$615,598 as the LCTOP fund request.

**MOTION:** Director Simmons moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of December 17, 2015; (b) Passenger Suspension Policy; Resolution No. 2016-010; (c) Prop 1B Transit Security Funding FY2015-16, Resolution No. 2016-013. Director Hudson seconded the motion and it received the following vote of approval:

**Aye:** Directors Andersen, Dessayer, Hudson, Manning, Noack, Simmons, Storer and Tatzin  
**No:** None  
**Abstain:** None  
**Absent:** Directors Hoffmeister, Schroder and Worth

**MOTION:** Director Tatzin moved approval of the Consent Calendar, consisting of the following items: (d) Cap and Trade (LCTOP) FY2015-16 and Resolution No. 2016-01 and Resolution No. 2016-015 with the LCTOP fund request in the amount of \$615,598. Director Hudson seconded the motion and it received the following vote of approval:

**Aye:** Directors Andersen, Dessayer, Hudson, Manning, Noack, Simmons, Storer and Tatzin  
**No:** None  
**Abstain:** None  
**Absent:** Directors Hoffmeister, Schroder and Worth

**REPORT OF CHAIR: None**

**REPORT OF GENERAL MANAGER:**

Rick Ramacier introduced the new Manager of First Transit Link Services, Tim McGowan. He has been a great addition to us and we look forward to working with him.

Report on Date and Times Selection for Board Planning Workshop

Rick Ramacier and the Board Chair, Robert Storer has met and decided to schedule the planning workshop to be held at the next Board meeting scheduled on February 18, 2016.

2016 APTA Legislative Conference

General Manager Rick Ramacier stated that Board Directors Dessayer and Storer will be attending the APTA Legislative Conference along with himself and Bill Churchill, Director of Transportation. This year's focus will be on the fund appropriations process and other funding sources.

**REPORT OF STANDING COMMITTEES**

**Operating & Scheduling Committee**

Super Bowl Supplemental Transportation Plan

Rashidi Barnes, Manager of Transportation, explained that Bay Area is expecting over 1 million people to visit over the Super Bowl week. County Connection has been working with BART and AC Transit on extending services and being prepared to help if need be.  
Director Hoffmeister arrived.

**BOARD COMMUNICATION: None**

**ADJOURNMENT:** Chair Storer adjourned the regular Board meeting at 9:19 a.m.

Minutes prepared by

\_\_\_\_\_  
Lathina Hill  
Assistant to the General Manager

\_\_\_\_\_  
Date

**To:** Board of Directors  
**From:** Erick Cheung  
Director of Finance

**Date:** February 18, 2016

**Reviewed By:**

**SUBJECT: Independent Auditor's Report on National Transit Database Report Form FFA-10**

### **SUMMARY OF ISSUES:**

Annually our independent auditors, Brown Armstrong, CPA's, are required to review the data we report to FTA on Form FFA-10, which is included in the National Transit Database report (NTD). The form reports hours, miles, passengers, passenger miles and total operating expenses.

We normally file the report in October of each year and Brown Armstrong includes the attached review with the financial audit. In the previous year, FTA rolled out new software for preparing the NTD report which delayed review and approval until March 2015. FTA updated the software this year, which again caused delays, and CCCTA staff was not able to enter the data and provide it to Brown Armstrong for review until December.

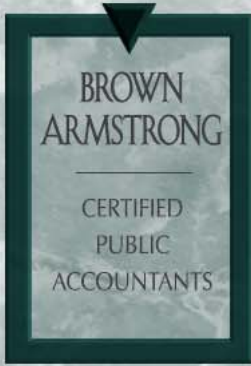
The NTD report is now filed and Brown Armstrong has been able to review the data and issue a report. The auditors are required to review 27 performance procedures required by the FTA. There was one exception noted by the auditors for a manual trip card for a route that was not tracked by County Connection's Ridecheck software. In a sample of 40 manual trip cards reviewed by Brown Armstrong, one trip card did not agree with the summary sheet due to human entry error. The summary sheet reflected 18 passengers were picked up on this route, while the trip card noted 16 passengers and the categorization of the passenger was different. The auditors noted the error in the report, but represented less than 3% of the audit sample and no additional testing was deemed necessary since there were no exceptions on the other 39 manual trip cards.

**FINANCIAL IMPLICATIONS:** None.

**ACTION REQUESTED:** Staff requests that the committee approve the report and forward to the Board.

**ATTACHMENTS:** Independent Accountant's Report on Applying Agreed-Upon Procedures

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**NATIONAL TRANSIT DATABASE REPORTING**  
**INDREPENDENT ACCOUNTANT'S REPORT ON**  
**APPLYING AGREED-UPON PROCEDURES**  
**FEDERAL TRANSIT AMINISTRATION**  
**FOR THE YEAR ENDED**  
**JUNE 30, 2015**



# BROWN ARMSTRONG

*Certified Public Accountants*

## **INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES**

To the Audit and Finance Committee and  
Board of Directors  
Central Contra Costa Transit Authority  
Concord, California

### **BAKERSFIELD OFFICE (MAIN OFFICE)**

4200 TRUXTON AVENUE  
SUITE 300  
BAKERSFIELD, CA 93309  
TEL 661.324.4971  
FAX 661.324.4997  
EMAIL [info@bacpas.com](mailto:info@bacpas.com)

### **FRESNO OFFICE**

7673 N. INGRAM AVENUE  
SUITE 101  
FRESNO, CA 93711  
TEL 559.476.3592  
FAX 559.476.3593

### **PASADENA OFFICE**

260 S. LOS ROBLES AVENUE  
SUITE 310  
PASADENA, CA 91101  
TEL 626.204.6542  
FAX 626.204.6547

### **STOCKTON OFFICE**

5250 CLAREMONT AVENUE  
SUITE 237  
STOCKTON, CA 95207  
TEL 209.451.4833

The Federal Transportation Administration (FTA) has established the following standards with regard to the data reported to it in the Federal Funding Allocation Statistics Form (FFA - 10) of the Central Contra Costa Transit Authority's (the Authority) annual National Transit Database (NTD) report:

1. A system is in place and maintained for recording data in accordance with NTD definitions. The correct data is being measured and no systematic errors exist.
2. A system is in place to record data on a continuing basis, and the data gathering is an ongoing effort.
3. Source documents are available to support the reported data and are maintained for FTA review and audit for a minimum of three years following the FTA's receipt of the NTD report. The data is fully documented and securely stored.
4. A system of internal controls is in place to ensure the data collection process is accurate and that the recording system and reported comments are not altered. Documents are reviewed and signed by a supervisor, as required.
5. The data collection methods are those suggested by the FTA or meet the FTA requirements.
6. The deadhead miles, computed as the difference between the reported total actual vehicle miles data and the reported total actual vehicle revenue miles data, are accurate.
7. Data is to be consistent with prior reporting periods and other facts known about the Authority's operations.

We have performed the procedures to the FFA – 10 and are enumerated in Attachment A, which were specified by the FTA in the Declarations section of the *2014 NTD Policy Manual* and were agreed to by the Authority, solely to assist you with evaluating whether the Authority complied with the standards as described in the first paragraph of this report for the fiscal year ended June 30, 2015, and that the information is presented in conformity with the requirements of the *Uniform System of Accounts and Records and Reporting System; Final Rule*; as specified in 49 Code of Federal Regulations (CFR) Part 630, *Federal Register*, January 15, 1993, and as presented in the *2014 NTD Policy Manual*.



The Authority's management is responsible for the compliance with those standards. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in Attachment A either for the purpose for which this report has been requested or for any other purpose.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on compliance. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management of the Authority and the FTA and is not intended to be, and should not be, used by anyone other than those specified parties.

BROWN ARMSTRONG  
ACCOUNTANCY CORPORATION

*Brown Armstrong  
Accountancy Corporation*

Bakersfield, California  
December 30, 2015

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
NATIONAL TRANSIT DATABASE REPORTING  
ATTACHMENT A – AGREED UPON PROCEDURES  
FOR THE YEAR ENDED JUNE 30, 2015**

The procedures described below, which are referenced in order to correspond to the *2014 National Transit Database (NTD) Policy Manual* procedures, were applied separately to each of the information systems used to develop the reported actual vehicle revenue miles, passenger miles traveled, and operating expenses of the Central Contra Costa Transit Authority's (the Authority) for the year ended June 30, 2015, for the *Motor Bus Service – Directly Operated (MBDO)* and *Demand Response – Purchased Transportation (DRPT)*.

Our results and findings are as follows:

- A. Obtain and read a copy of written system procedures for reporting and maintaining data in accordance with NTD requirements and definitions set forth in 49 Code of Federal Regulations (CFR) Part 630, *Federal Register*, dated January 15, 1993, and as presented in the *2014 NTD Policy Manual*. If there are no procedures available, discuss the procedures with the personnel assigned responsibility for supervising the NTD data preparation and maintenance.

Findings: We discussed procedures related to the system for reporting and maintaining data in accordance with the NTD requirements and definitions set forth in 49 CFR Part 630, *Federal Register*, dated January 15, 1993, and as presented in the *2014 NTD Policy Manual* (most recent available) with the personnel assigned responsibility of supervising the preparation and maintenance of NTD data. No exceptions were noted as a result of applying this procedure.

- B. Discuss the procedures (written or informal) with the personnel assigned responsibility for supervising the preparation and maintenance of NTD data to determine:

- The extent to which the transit agency followed the procedures on a continuous basis, and
- Whether these transit personnel believe such procedures result in accumulation and reporting of data consistent with NTD definitions and requirements set forth in 49 CFR Part 630, *Federal Register*, dated January 15, 1993, and as presented in the *2014 NTD Policy Manual*.

Findings: We discussed with various personnel the procedures noted in Procedure "A" above to determine the Authority continuously follows the procedures on an ongoing basis and that the procedures result in the accumulation and reporting of data consistent with the NTD requirements and definitions as set forth in the *Uniform System of Accounts and Records and Reporting System; Final Rule*, and specified in the 49 CFR Part 630, *Federal Register*, dated January 15, 1993, and the most recent *2014 NTD Policy Manual*. No exceptions were noted as a result of applying this procedure.

- C. Ask these same personnel about the retention policy that the transit agency follows as to source documents supporting NTD data reported on the Federal Funding Allocation Statistics form (FFA – 10).

Findings: We noted that the retention policy that is followed by the Authority regarding source documents supporting the FFA-10 data reported are retained for a minimum of three years by the Authority. In addition, we noted that the Authority maintains the computer files more than three years depending on the need of historical data. No exceptions were noted as a result of applying this procedure.

- D. Based on a description of the transit agency's procedures from Procedures "A" and "B" above, identify all the source documents that the transit agency must retain for a minimum of three years. For each type of source document, select three months out of the year and determine whether the document exists for each of these periods.

Findings: We identified the source documents that are to be retained by the Authority for a minimum of three years. We randomly selected three months out of the fiscal year ended June 30, 2015, July 2014, October 2014, and March 2015, and verified that each type of source document existed for each of these periods. No exceptions were noted as a result of applying this procedure.

- E. Discuss the system of internal controls. Inquire whether separate individuals (independent of the individuals preparing source documents and posting data summaries) review the source documents and data summaries for completeness, accuracy, and reasonableness and how often these individuals perform such reviews.

Findings: We discussed the system of internal control with personnel responsible for supervising and maintaining the NTD data. We determined that individuals preparing source documents were independent of individuals posting data summaries, reviewing the source documents and summarizing data for completeness, accuracy, and reasonableness. No exceptions were noted as a result of applying this procedure.

- F. Select a random sample of the source documents and determine whether supervisors' signatures are present as required by the system of internal controls. If supervisors' signatures are not required, inquire how personnel document supervisors' reviews.

Findings: Based on our inquiry with personnel and review of documentation, we noted that there are no physical signatures documenting the supervisors' review and approval of the source documents. However, the software they utilize automatically accumulates the data from the Clever Devices Automatic Passenger Counter on each vehicle. Monthly reports are prepared for the board and are reviewed by management electronically, as allowed by the *2014 NTD Policy Manual*. Approval is given authorizing the posting of the monthly data to NTD. Therefore, no exceptions were noted as a result of applying this procedure.

- G. Obtain the worksheets used to prepare the final data that the transit agency transcribes onto the Federal Funding Allocation Statistics form. Compare the periodic data included on the worksheets to the periodic summaries prepared by the transit agency. Test the arithmetical accuracy of the summaries.

Findings: We obtained from the Authority's year-end cumulative reports that are used to prepare the FFA-10. We compared the prior year data to the current year data and investigated any changes over 10%. We also compared from the source documents to the year-end cumulative report (Form S-10). We also recalculated summarizations of supporting documentation which was tested in (D) above. No exceptions were noted as a result of applying this procedure.

- H. Discuss the procedure for accumulating and recording passenger miles traveled (PMT) data in accordance with NTD requirements with transit agency staff. Inquire whether the procedure is one of the methods specifically approved in the *2014 NTD Policy Manual*.

Findings: During fiscal year 2015, the Authority used the procedure of an estimate of passenger miles traveled (PMT) based on statistical sampling, meeting FTA's 95% confidence and  $\pm 10\%$  precision requirements based on a qualified statistician's determined procedure. No exceptions were noted as a result of applying this procedure.

- I. Discuss with transit agency staff (the auditor may wish to list the titles of the persons interviewed) the transit agency's eligibility to conduct statistical sampling for PMT data every third year. Determine whether the transit agency meets NTD criteria that allow transit agencies to conduct statistical samples for accumulating PMT data every third year rather than annually. Specifically:

- According to the 2010 Census, the public transit agency serves an urbanized area (UZA) with a population less than 500,000.
- The public transit agency directly operates fewer than 100 revenue vehicles in all modes in annual maximum revenue service (VOMS) (in any size UZA).

- Service purchased from a seller is included in the transit agency's NTD report.
- For transit agencies that meet one of the above criteria, review the NTD documentation for the most recent mandatory sampling year (2014) and determine that statistical sampling was conducted and meets the 95% confidence and  $\pm 10\%$  precision requirements.
- Determine how the transit agency estimated annual PMT for the current report year.

Findings: We discussed with the Authority personnel their eligibility to conduct statistical sampling for PMT data every third year and noted that the Authority is eligible to use this method. The Authority qualified for sampling every three years because the Authority directly operates fewer than 100 revenue vehicles in all modes in annual maximum revenue service. The most recent sampling procedures were performed for the fiscal year ended June 30, 2015, and were conducted meeting the 95% confidence and +10% precision requirements. No exceptions were noted as a result of applying this procedure.

The Authority had a statistician determine that using their Ridecheck software met the sampling requirements. The Ridecheck software uses a 100% sampling method. Therefore, all the Authority does is calibrate the software with surveys, then uses 100% of the passengers and trips. The Chief Service Scheduler is doing surveys now using the camera systems. No exceptions were noted as a result of applying this procedure.

- J. Obtain a description of the sampling procedure for estimation of PMT data used by the transit agency. Obtain a copy of the transit agency's working papers or methodology used to select the actual sample of runs for recording PMT data. If the transit agency used average trip length, determine that the universe of runs was the sampling frame. Determine that the methodology used to select specific runs from the universe resulted in a random selection of runs. If the transit agency missed a selected sample run, determine that a replacement sample run was random. Determine that the transit agency followed the stated sampling procedure.

Findings: We obtained a description of the sampling procedure for estimation of PMT data used by the Authority. We obtained a copy of the Authority's working papers and methodology used to select the actual sample of runs for recording PMT data. We determined that the Authority followed the stated sampling procedure. No exceptions were noted as a result of applying this procedure.

- K. Select a random sample of the source documents for accumulating PMT data and determine that the data are complete (all required data are recorded) and that the computations are accurate. Select a random sample of the accumulation periods and re-compute the accumulations for each of the selected periods. List the accumulation periods that were tested. Test the arithmetical accuracy of the summary.

Findings: In fiscal year 2015, the most recent sampling year, we randomly selected three months, July 2014, October 2014, and March 2015. We obtained the source documents for accumulating PMT data, determined they were complete, and recomputed the accumulation periods without exception. In addition, we tested a sample of manual routes that are not traced by the Ridecheck software. We randomly selected trip cards for the months July 2014, October 2014, and March 2015. During our testing, we noted that the data entered on one of the trip cards was incorrectly entered into the summary report that follows into the matrix. Per review of the summary sheet, the summary shows a total count of 18; per review of the trip card completed by the bus driver, we noted that only 16 passengers were picked up on that route. Additionally, the summary report contained the incorrect categorization of the riders compared to the trip card. The Authority staff noted that it was due to human error.

- L. Discuss the procedures for systematic exclusion of charter, school bus, and other ineligible vehicle miles from the calculation of actual vehicle revenue miles with transit agency staff and determine that they follow the stated procedures. Select a random sample of the source documents used to record charter and school bus mileage and test the arithmetical accuracy of the computations.

Findings: Discussed the procedures for systematic exclusion of charter, school bus, and other ineligible vehicle miles from the calculation of vehicle revenue miles with the Authority staff and determined that stated procedures were not applicable as the Authority does not provide a charter or school bus service.

M. For actual vehicle revenue mile (VRM) data, document the collection and recording methodology and determine that deadhead miles are systematically excluded from the computation. This is accomplished as follows:

- If actual VRMs are calculated from schedules, document the procedures used to subtract missed trips. Select a random sample of the days that service is operated, and re-compute the daily total of missed trips and missed VRMs. Test the arithmetical accuracy of the summary.
- If actual VRMs are calculated from hubodometers, document the procedures used to calculate and subtract deadhead mileage. Select a random sample of the hubodometer readings and determine that the stated procedures for hubodometer deadhead mileage adjustments are applied as prescribed. Test the arithmetical accuracy of the summary of intermediate accumulations.
- If actual VRMs are calculated from vehicle logs, select random samples of the vehicle logs and determine that the deadhead mileage has been correctly computed in accordance with FTA definitions.

Findings: We discussed with personnel the procedures for the collection and recording of vehicle revenue mile data for MBDO and noted that vehicle revenue miles are calculated upon inception of the route based on the distance between the first stop and last stop, including deadhead miles. We noted that the scheduled deadhead miles are systematically excluded to calculate vehicle revenue miles. Furthermore, daily trip sheets are used to subtract missed trips and unscheduled deadhead miles. We also discussed the accumulation of vehicle revenue miles for DRPT. We noted that vehicle revenue miles for DRPT are accumulated and reported by the respective contractors through trip sheets and monthly ridership worksheets by route. These schedules are submitted by the contractors and are reviewed for clerical accuracy by Authority personnel. We recalculated the vehicle revenue miles and agreed the total vehicle revenue miles to the Authority's Month-End Ridership Summary report. No exceptions were noted as a result of applying this procedure.

N. For rail modes, review the recording and accumulation sheets for actual VRMs and determine that locomotive miles are not included in the computation.

Findings: We inquired of personnel the procedures in which the Authority accumulates actual revenue miles for rail modes. We noted that the Authority does not provide such service. Therefore, this procedure was not applicable.

O. If fixed guideway or High Intensity Bus directional route miles (FG or HIB DRM) are reported, interview the person responsible for maintaining and reporting NTD data whether the operations meet the FTA definition of fixed guideway (FG) or High Intensity Bus (HIB) in that the service is:

- Rail, trolleybus (TB), ferryboat (FB), or aerial tramway (TR); or
- Bus (Mode: Bus (MB), Commuter Bus (CB), or Bus Rapid Transit (RB)) service operating over exclusive or controlled access rights-of-way (ROW); and
  - Access is restricted;
  - Legitimate need for restricted access is demonstrated by peak period level of service D or worse on a parallel adjacent highway;

- Restricted access is enforced for freeways; priority lanes used by other high occupancy vehicles (HOV) (i.e., vanpools (VP), carpools) must demonstrate safe operation; and
- High Occupancy/Toll (HO/T) lanes meet Federal Highway Administration (FHWA) requirements for traffic flow and use of toll revenues. The transit agency has provided the NTD a copy of the State's certification to the U.S. Secretary of Transportation stating that it has established a program for monitoring, assessing, and reporting on the operation of the HOV facility with HO/T lanes.

Findings: We inquired of personnel the procedures in which the Authority reports vehicle revenue miles, passenger miles, and operating expenses for fixed guideways segments. We noted that the Authority does not provide such services. Therefore, this procedure was not applicable.

- P. Discuss the measurement of FG and HIB DRM with the person reporting NTD data and determine that the he or she computed mileage in accordance with the FTA definitions of FG/HIB and DRM. Inquire of any service changes during the year that resulted in an increase or decrease in DRMs. If a service change resulted in a change in overall DRMs, re-compute the average monthly DRMs, and reconcile the total to the FG/HIB DRM reported on the Federal Funding Allocation Statistics form.

Findings: We inquired of personnel the procedures in which the Authority measures fixed guideway direction route miles. We noted that the Authority does not provide such services. Therefore, this procedure was not applicable.

- Q. Inquire if any temporary interruptions in transit service occurred during the report year. If these interruptions were due to maintenance or rehabilitation improvements to a FG segment(s), the following apply:

- Report DRMs for the segment(s) for the entire report year if the interruption is less than 12 months in duration. Report the months of operation on the FG/HIB segments form as 12. The transit agency should document the interruption.
- If the improvements cause a service interruption on the FG/HIB DRMs lasting more than 12 months, the transit agency should contact its NTD validation analyst to discuss. The FTA will make a determination on how to report the DRMs.

Findings: We inquired of personnel the procedures in which the Authority measures fixed guideway directional route miles through the use of maps or retracing routes. We noted that the Authority does not provide such services. Therefore, this procedure was not applicable.

- R. Measure FG/HIB DRM from maps or by retracing route.

Findings: We inquired of personnel whether other public transit agencies operate service over the same fixed guideway as the Authority. We noted that the Authority does not provide such service. Therefore, this procedure was not applicable.

- S. Discuss whether other public transit agencies operate service over the same FG/HIB as the transit agency. If yes, determine that the transit agency coordinated with the other transit agency (or agencies) such that the DRMs for the segment of FG/HIB are reported only once to the NTD on the Federal Funding Allocation form. Each transit agency should report the actual VRM, PMT, and operating expense (OE) for the service operated over the same FG/HIB.

Findings: We inquired of personnel the procedures for revenue service for each fixed guideway segment. We noted that the Authority does not provide such service. Therefore, this procedure was not applicable.

- T. Review the FG/HIB segments form. Discuss the Agency Revenue Service Start Date for any segments added in the 2015 report year with the persons reporting NTD data. This is the commencement date of revenue service for each FG/HIB segment. Determine that the date reported is the date that the agency began revenue service. This may be later than the Original Date of Revenue Service if the transit agency is not the original operator. If a segment was added for the 2015 report year, the Agency Revenue Service Date must occur within the transit agency's 2015 fiscal year. Segments are grouped by like characteristics. Note that for apportionment purposes, under the State of Good Repair (§5337) and Bus and Bus Facilities (§5339) programs, the 7-year age requirement for fixed guideway/High Intensity Bus segments is based on the report year when the segment is first reported by any NTD transit agency. This pertains to segments reported for the first time in the current report year. Even if a transit agency can document an Agency Revenue Service Start Date prior to the current NTD report year, the FTA will only consider segments continuously reported to the NTD.

Findings: We inquired of personnel the procedures for revenue service for each fixed guideway segment. We noted that the Authority does not provide such service. Therefore, this procedure was not applicable.

- U. Compare operating expenses with audited financial data after reconciling items are removed.

Findings: We reconciled operating expenses presented to the audited financial statements. No exceptions were noted as a result of applying this procedure.

- V. If the transit agency purchases transportation services, interview the personnel reporting the NTD data on the amount of purchased transportation (PT)-generated fare revenues. The PT fare revenues should equal the amount reported on the Contractual Relationship form.

Findings: We compared the data reported on the Contractual Relationship (Form B-30) to the purchased transportation fare revenues. No exceptions were noted as a result of applying this procedure.

- W. If the transit agency's report contains data for PT services and assurances of the data for those services are not included, obtain a copy of the Independent Auditor Statement (IAS-FFA) regarding data for the PT service. Attach a copy of the statement to the report. Note as an exception if the transit agency does not have an Independent Auditor Statement for the PT data.

Findings: This procedure is not applicable as assurances over the PT services data are included in Procedures "A" through "V" above.

- X. If the transit agency purchases transportation services, obtain a copy of the PT contract and determine that the contract specifies the public transportation services to be provided; the monetary consideration obligated by the transit agency or governmental unit contracting for the service; the period covered by the contract (and that this period overlaps the entire, or a portion of, the period covered by the transit agency's NTD report); and is signed by representatives of both parties to the contract. Interview the person responsible for retention of the executed contract, and determine that copies of the contracts are retained for three years.

Findings: We obtained copies of the purchased transportation contracts and noted that all contracts specified the specific mass transportation services to be provided; specified the monetary consideration obligated by the Authority; specified the period covered by the contract and that this period is the same as, or a portion of, the period covered by the Authority's NTD report; and signed by representatives of both parties to the contract. We determined that executed contracts are maintained for a minimum of three years. No exceptions were noted as a result of applying this procedure.

- Y. If the transit agency provides service in more than one UZA, or between an UZA and a non-UZA, inquire of the procedures for allocation of statistics between UZAs and non-UZAs. Obtain and review the FG segment worksheets, route maps, and urbanized area boundaries used for allocating the statistics, and determine that the stated procedure is followed and that the computations are correct.

Findings: We inquired of personnel whether the Authority provides services in more than one UZA, or between a UZA and a non-urbanized area (non-UZA). This procedure is not applicable as the Authority does not provide services in more than one UZA.

- Z. Compare the data reported on the Federal Funding Allocation Statistics Form to data from the prior report year and calculate the percentage change from the prior year to the current year. For actual VRM, PMT, or OE data that have increased or decreased by more than 10%, or FG DRM data that have increased or decreased. Interview transit agency management regarding the specifics of operations that led to the increases or decreases in the data relative to the prior reporting period.

Findings: We compared the data reported on the FFA - 10 to comparable data for the prior report year and calculated the percentage change from the prior year to the current year. For vehicle revenue mile, passenger mile, or operating expense data that have increased or decreased by more than 10 percent, we inquired with the Authority management regarding the specifics of operations that led to the increases or decreases in the data relative to the prior reporting period. No exceptions were noted as a result of applying this procedure.

- AA. The auditor should document the specific procedures followed, documents reviewed, and tests performed in the work papers. The work papers should be available for FTA review for a minimum of three years following the NTD report year. The auditor may perform additional procedures, which are agreed to by the auditor and the transit agency, if desired. The auditor should clearly identify the additional procedures performed in a separate attachment to the statement as procedures that were agreed to by the transit agency and the auditor but not by the FTA.

Findings: We have documented the specific procedures followed, documents reviewed, and tests performed in the work papers. The work papers are available for FTA review for a minimum of three years following the NTD report year. No exceptions were noted as a result of applying this procedure.



To: Board of Directors

Date: February 8, 2016

From: Anne Muzzini, Director of Planning and Marketing

---

**Subject: Waysine Solar Signage**

---

**Background:**

Installing real time signage has several challenges. County Connection staff has been reluctant to implement a program because BART has a large project slated for the stations and we wanted to see how that went. In addition, there are concerns about maintenance cost and vandalism issues.

Real time signage depends on having a cell service at the site, and a real time feed. BART has indicated that they want to use the MTC 511 real time information feed, and currently County Connection is not on the 511 real time system. We have a grant to fund the writing of code to translate our API into the 511 flavor, and it is expected that Clever Devices will have the work finalized in February of 2016.

The Waysine product is unique in that it is solar powered and easily mounts on a bus stop pole. In addition, the company has responded to our concerns about maintenance and has offered a lease arrangement whereby maintenance, replacement, and repair is provided. A specification sheet is attached.

**Waysine Proposal:**

The cost for installing 20 signs, providing AVL integration, and set up would be \$22,000. The annual cost for a 5 year lease would be \$38,000 a year. Year One would cost \$58,000; Year Two through Five would cost \$38,000. The annual cost includes cell service, AVL updates, monitoring, repair and replacement for damage.

**Recommendation and Funding:**

In recent years MTC has allocated some federal funds for their TPI (transportation productivity improvement) projects – capital projects that improve productivity. In 2014 and 2015 County Connection was allocated approximately \$300,000 and we expect this program to continue. Funds were identified for the 511 real time conversion, bus stop access improvements, and Remix planning software.

A Waysine demonstration project of 20 signs over 5 years would be eligible for the existing bus stop access improvement funds as well as future TPI funds. In addition, \$255,000 Lifeline Prop 1 B funds in the last cycle were obtained for bus stop access improvements. The Waysine project could be funded from this existing source as well. Currently shelter replacements in Concord and Pleasant Hill are being funded from the Lifeline funding.

Bus Stop Access Funding

PTMISEA (Lifeline)	\$255,199
2014 TPI	\$180,000
<u>2015 TPI</u>	<u>\$285,000</u>
Total	\$720,199

Committed

Concord and Pleasant Hill shelter replacement      \$183,800

Remaining Available: \$536,399

Staff recommended to the O&S Committee that a lease agreement be executed with Waysine for 20 signs; the lease would not exceed \$58,000 in the first year and \$22,000 each of the next four years. Funding to pay for the first year will be taken from the State PTMISEA source. **The Committee supported the project and recommends that the Board authorize the General Manager to enter into a 5 year lease that will total \$146,000 over the term.** Funds from the PTMISEA and TPI funds will be used to pay for the system. If federal funds are used, it will be necessary to compose a sole source justification, which is easily done, given Waysine is the only pole mounted solar real time sign available on the market.

# WaySine Dynamic Message Solar Signs

## FEAURES & BENEFITS

- Solar powered with long-life battery backup
- Completely wireless – does not require power or data infrastructure
- ADA compliant annunciator supports up to 9 concurrent languages
- Communicates via 900 Mhz ISM radio, cellular or wifi for lowest data costs
- Easy to install in just minutes using simple hand-held tools.
- Available for emergency or PSA messages
- Vandalism & theft resistant with 3M graffiti tear-off sheets and GPS tracking
- Easily managed from a single administrative dashboard - WayManager.
- Low maintenance – designed to last up to ten years in severe weather
- Built-in diagnostics monitor power, display segments, temperature and other features to provide early failure detection.



WaySines are extremely affordable, lightweight LCD solar signs featuring a unique unibody design that is stronger & more efficient than traditional solar signs. Our signs feature front and back solar panels, front LED lighting to enhance night visibility, batteries and antenna - all built into a compact NEMA 4x compliant aluminum case to provide protection from the harshest environments.

WaySines display real-time arrival information via WayManager, our back office application that accepts files complying with Google's GTFS and GTFS- Real Time specifications.

## System Specifications

	2-Line Display	4-Line Display
Dimensions	16" H x 18" W x 6"D	20" H x 18" W x 6"D
Weight	9 lbs.	13 lbs.

**Operating Temperature:** -4 to 158 Fahrenheit  
**Humidity:** 10-100%

**Housing:** IP65, UV-proof, NEMA 4X compliant, extruded aluminum with silver/black finish

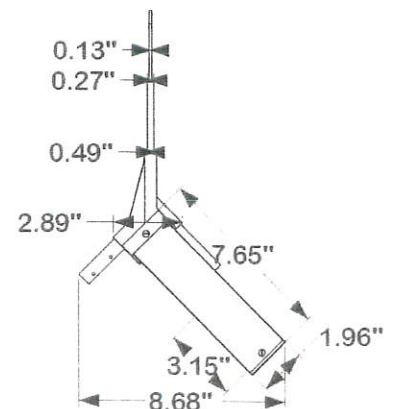
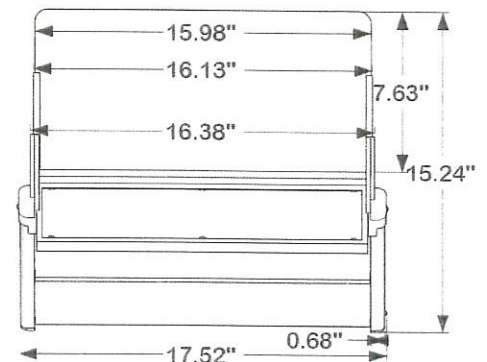
**Display:** LCD, 1 x 16 Characters per display line, 2" Character Height

**Communications Technology:** 900MHz ISM Radio, WiFi, Quad Band Cellular

**Solar Power:** 2 panels of 20 monocrystalline silicon cells, tempered glass, aluminum frame. Expose to direct sunlight for maximum charge.

**Solar panel dimensions:** 3.93" H x 15.75" W x 0.6" D

**Battery:** Lithium Iron Phosphate (LiFePO4); guaranteed minimum of 2000 full charge-discharge cycles. Estimated life of up to 10 years.



Smart Signs. Smarter Cities.  
[www.waysine.com](http://www.waysine.com)

**To:** Board of Directors

**Date:** 01/21/2016

**From:** Rick Ramacier, Manager of Planning

**Reviewed by:**

---

**SUBJECT: Setting Planning Priorities**

---

### **Background**

It has been a number of years since the Board of Directors has conducted an in-depth discussion of County Connection planning priorities as they relate to service planning, capital planning, and revenue reserves. Moreover, quite bit has changed since the last time the Board had such a discussion. And, that time was at the beginning of the recession.

As we move further away from the previous recession and into a period of sustained economic growth, a number of things are going on where County Connection is either being asked to consider new service ideas or provide input into possible efforts to raise additional revenues for transportation improvements. Meanwhile, new potential capital improvement requirements are presenting themselves.

Finally, there is growing interest among individual board members in discussing the consideration of having a financial reserve policy(s), either holistically and/or for specific purposes.

Thus, staff strongly believes that a focused in-depth discussion by the Board on these items is very appropriate at this time.

### **Planning Workshop**

To facilitate an in-depth Board discussion, time has been set aside on the agenda for your meeting on February 18, 2016 for this. Staff will present items regarding what we see as the salient items to discuss. This presentation will follow along with the slides that have been attached for your review and reference. Staff anticipates that we will have an initial presentation that will last about 15 minutes. Afterward, we would like to answer questions regarding the information presented. We expect that a discussion by the Board will follow. Finally, we will ask the Board to provide general direction to staff that will likely lead to staff returning to the Board – through the appropriate Board sub-committees – with specific proposals resulting from the workshop.

### **Staff Request**

Staff respectfully requests that Board fully discuss the items to be presented during the workshop and then provide direction to develop possible further action items for later consideration.

# Board Planning Workshop

## February 2016

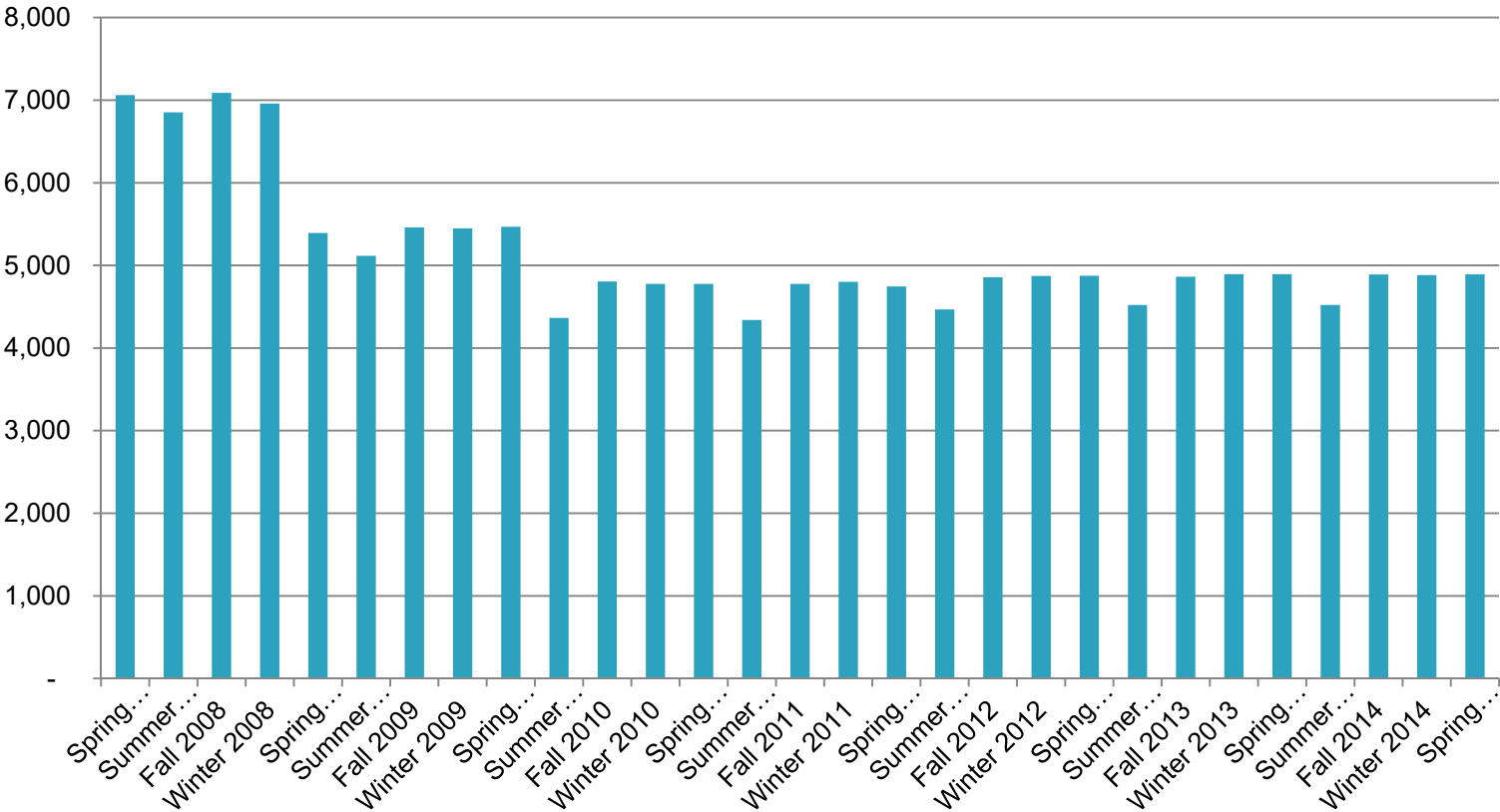
*County Connection*



# Current State



Platform Hrs Per Week for Each Bid Period



# Operating Cost and Reserves Historical

	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016
<b>Operating Budget</b>	\$ 32,292	\$ 32,264	\$ 30,251	\$ 30,526	\$ 29,897	\$ 30,841	\$ 32,834	\$ 32,991	\$ 36,742
<b>Staffing</b>	305	268	266	259	258	261	264	265	266
<b>TDA Reserve</b>	\$ 4,233	\$ 3,171	\$ 3,267	\$ 7,151	\$ 8,695	\$ 12,421	\$ 9,522	\$ 10,170	\$ 6,740
<b>Safe Harbor Lease</b>	\$ 1,371	\$ 1,406	\$ 1,419	\$ 1,426	\$ 1,437	\$ 1,433	\$ 1,443	\$ 1,443	\$ 1,443
<b>Total Reserve</b>	\$ 5,604	\$ 4,577	\$ 4,686	\$ 8,577	\$ 10,132	\$ 13,854	\$ 10,965	\$ 11,613	\$ 8,183

## Reserve Percentage of:

<b>10%</b>	\$ 3,229	\$ 3,226	\$ 3,025	\$ 3,053	\$ 2,990	\$ 3,084	\$ 3,283	\$ 3,299	\$ 3,674
Difference between Reserve & Goal	\$ 2,375	\$ 1,351	\$ 1,661	\$ 5,524	\$ 7,142	\$ 10,770	\$ 7,682	\$ 8,314	\$ 4,509
<b>16%</b>	\$ 5,167	\$ 5,162	\$ 4,840	\$ 4,884	\$ 4,784	\$ 4,935	\$ 5,253	\$ 5,279	\$ 5,879
Difference	\$ 437	\$ (585)	\$ (154)	\$ 3,693	\$ 5,348	\$ 8,919	\$ 5,712	\$ 6,334	\$ 2,304
<b>25%</b>	\$ 8,073	\$ 8,066	\$ 7,563	\$ 7,632	\$ 7,474	\$ 7,710	\$ 8,208	\$ 8,248	\$ 9,186
Difference	\$ (2,469)	\$ (3,489)	\$ (2,877)	\$ 945	\$ 2,658	\$ 6,144	\$ 2,757	\$ 3,365	\$ (1,003)
<b>50%</b>	\$ 16,146	\$ 16,132	\$ 15,126	\$ 15,263	\$ 14,949	\$ 15,421	\$ 16,417	\$ 16,495	\$ 18,371
Difference	\$ (10,542)	\$ (11,555)	\$ (10,440)	\$ (6,686)	\$ (4,817)	\$ (1,567)	\$ (5,452)	\$ (4,882)	\$ (10,188)

# Operating Cost and Reserves Projection (Based on 2016 Adopted Budget)

	FY2016	FY2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<b>Operating Budget</b>	\$ 36,742	\$ 37,206	\$ 38,228	\$ 39,204	\$ 40,206	\$ 41,234	\$ 42,322	\$ 43,438	\$ 44,588
<b>Staffing</b>	266	266	266	266	266	266	266	266	266
<b>TDA Reserve</b>	\$ 6,740	\$ 5,478	\$ 4,513	\$ 4,120	\$ 4,060	\$ 4,176	\$ 1,173	\$ 1,773	\$ 2,017
<b>Safe Harbor Lease</b>	\$ 1,443	\$ 1,443	\$ 1,443	\$ 1,443	\$ 1,443	\$ 1,443	\$ 1,443	\$ 1,443	\$ 1,443
<b>Total Reserve</b>	<b>\$ 8,183</b>	<b>\$ 6,920</b>	<b>\$ 5,956</b>	<b>\$ 5,563</b>	<b>\$ 5,502</b>	<b>\$ 5,619</b>	<b>\$ 2,616</b>	<b>\$ 3,215</b>	<b>\$ 3,460</b>

<b>Reserve Percentage of:</b>									
<b>10%</b>	\$ 3,674	\$ 3,721	\$ 3,823	\$ 3,920	\$ 4,021	\$ 4,123	\$ 4,232	\$ 4,344	\$ 4,459
Difference between Reserve & Goal	\$ 4,509	\$ 3,199	\$ 2,133	\$ 1,643	\$ 1,481	\$ 1,496	<b>\$ (1,616)</b>	<b>\$ (1,129)</b>	<b>\$ (999)</b>
<b>16%</b>	\$ 5,879	\$ 5,953	\$ 6,116	\$ 6,273	\$ 6,433	\$ 6,597	\$ 6,772	\$ 6,950	\$ 7,134
Difference	\$ 2,304	\$ 967	<b>\$ (160)</b>	<b>\$ (710)</b>	<b>\$ (931)</b>	<b>\$ (978)</b>	<b>\$ (4,156)</b>	<b>\$ (3,735)</b>	<b>\$ (3,674)</b>
<b>25%</b>	\$ 9,186	\$ 9,301	\$ 9,557	\$ 9,801	\$ 10,052	\$ 10,309	\$ 10,581	\$ 10,860	\$ 11,147
Difference	<b>\$ (1,003)</b>	<b>\$ (2,381)</b>	<b>\$ (3,601)</b>	<b>\$ (4,238)</b>	<b>\$ (4,550)</b>	<b>\$ (4,690)</b>	<b>\$ (7,965)</b>	<b>\$ (7,645)</b>	<b>\$ (7,687)</b>
<b>50%</b>	\$ 18,371	\$ 18,603	\$ 19,114	\$ 19,602	\$ 20,103	\$ 20,617	\$ 21,161	\$ 21,719	\$ 22,294
Difference	<b>\$ (10,188)</b>	<b>\$ (11,683)</b>	<b>\$ (13,158)</b>	<b>\$ (14,039)</b>	<b>\$ (14,601)</b>	<b>\$ (14,998)</b>	<b>\$ (18,545)</b>	<b>\$ (18,504)</b>	<b>\$ (18,834)</b>




# Operating Cost and Reserves Projection

	FY2016	FY2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<b>Operating Budget</b>	\$ 36,742	\$ 37,206	\$ 38,228	\$ 39,204	\$ 40,206	\$ 41,234	\$ 42,322	\$ 43,438	\$ 44,588
<b>Staffing</b>	266	266	266	266	266	266	266	266	266
<b>TDA Reserve</b>	\$ 6,740	\$ 5,478	\$ 4,513	\$ 4,120	\$ 4,060	\$ 4,176	\$ 1,173	\$ 1,773	\$ 2,017
<b>Safe Harbor Lease</b>	\$ 1,443	\$ 1,443	\$ 1,443	\$ 1,443	\$ 1,443	\$ 1,443	\$ 1,443	\$ 1,443	\$ 1,443
<b>Total Reserve</b>	\$ 8,183	\$ 6,920	\$ 5,956	\$ 5,563	\$ 5,502	\$ 5,619	\$ 2,616	\$ 3,215	\$ 3,460

## Factors Affecting Reserves:

- Underground Fuel Tanks Replacement – Estimated \$5 Million
- Parking Lot Expansion - \$1.8 Million
- Final Costs of Electric Buses
- Bus Replacements – Zero Emission

# Add Reserves? Add Service? Fund Capital Projects?



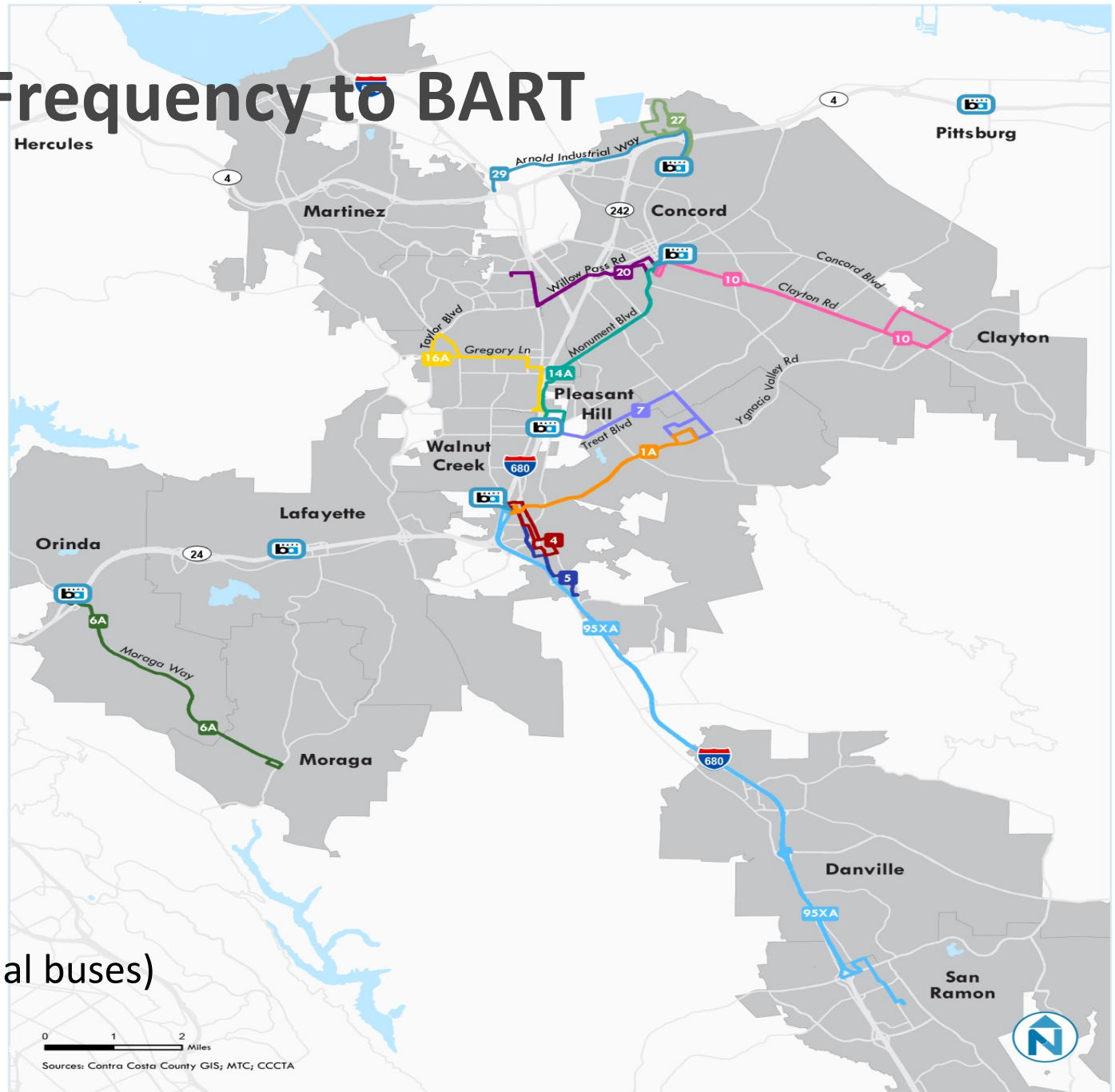
- Increase fares (now \$4.5M per year)
- Cut service
- Sales tax revenue growth
  - Economy
  - New Measure
- BART funding for feeder service
- Cap and Trade funds – with rule change
- Private funding – mitigation or parking fees

# County Connection Focus



- Increase frequency to BART
- Expand Weekend Service
- Reconstruct facility lot
- Build renewable energy project

# Increase Frequency to BART



## TEP Ask

Operating cost:  
\$7.8M per year

Capital cost:  
\$10.8M (21 additional buses)

# Expand Weekend Service

## Infrequent

Route	Frequency
304	20
306	84
306	120
306	83
301	90
<b>310</b>	<b>20</b>
310	40
311	30
<b>314</b>	<b>40</b>
315	90
<b>316</b>	<b>80</b>
320	45
321	60

## Productive

	Route	Passengers per RHR
600's	Select Service	51
<b>310</b>	<b>Concord Bart / Clayton Rd / Kirker Pass</b>	<b>31</b>
5	Creekside / Walnut Creek	28
10	Concord / Clayton Rd	26
20	DVC / Concord	26
4	Walnut Creek Downtown Shuttle	24
<b>314</b>	<b>Clayton Rd / Monument / P. Hill</b>	<b>22</b>
92X	Ace Shuttle Express	20
15	Treat Boulevard	20
95X	San Ramon / Danville Express	20
35	Dougherty Valley	19
11	Treat Blvd / Oak Grove	18
14	Monument Blvd	18
<b>316</b>	<b>Alhambra / Morello / Pleasant Hill</b>	<b>18</b>

### TEP ask

\$4.3M per year

Sat service = weekday

Sun service increase

# Saturday

PROPOSED		CURRENT	
Route	Revenue Hours/Day	Route	Revenue Hours/Day
1	26:21	301	08:54
10	47:58	310	17:06
11	18:22	311	15:29
14	39:35	314	27:56
15	30:51	315	06:20
16	51:51	316	19:56
17	18:31	320	12:49
18	31:14	321	20:14
19	13:48	4	18:22
1M	05:28	6	08:45
2	03:12	<b>Total</b>	<b>155:51</b>
20	46:27		
21	48:20		
25	09:26		
28	30:12		
3	14:30		
35	33:25		
36	26:50		
4	35:50		
5	18:40		
6	33:05		
7	21:18		
9	41:46		
<b>Total</b>	<b>647:00</b>		

# Sunday

PROPOSED		CURRENT	
Route	Revenue Hours/Day	Route	Revenue Hours/Day
3	14:30	n/a	
301	08:54	301	08:54
310	31:17	310	17:06
311	15:29	311	15:29
314	50:40	314	27:56
315	06:20	315	06:20
316	19:56	316	19:56
320	21:51	320	12:49
321	54:56	321	20:14
4	18:22	4	18:22
6	08:45	6	08:45
<b>Total</b>	<b>251:00</b>	<b>Total</b>	<b>155:51</b>

# Reconstruct Facility Lot



- Add public bus access
- Add spaces
- \$1.8M

## LEGEND:

- 196 EXISTING PARKING SPACES
- 216 PROPOSED PARKING SPACES





# Build Renewable Energy Project



- 975kW system
- Annual savings = \$151K
- Cost = \$6.7M

# Community Focus



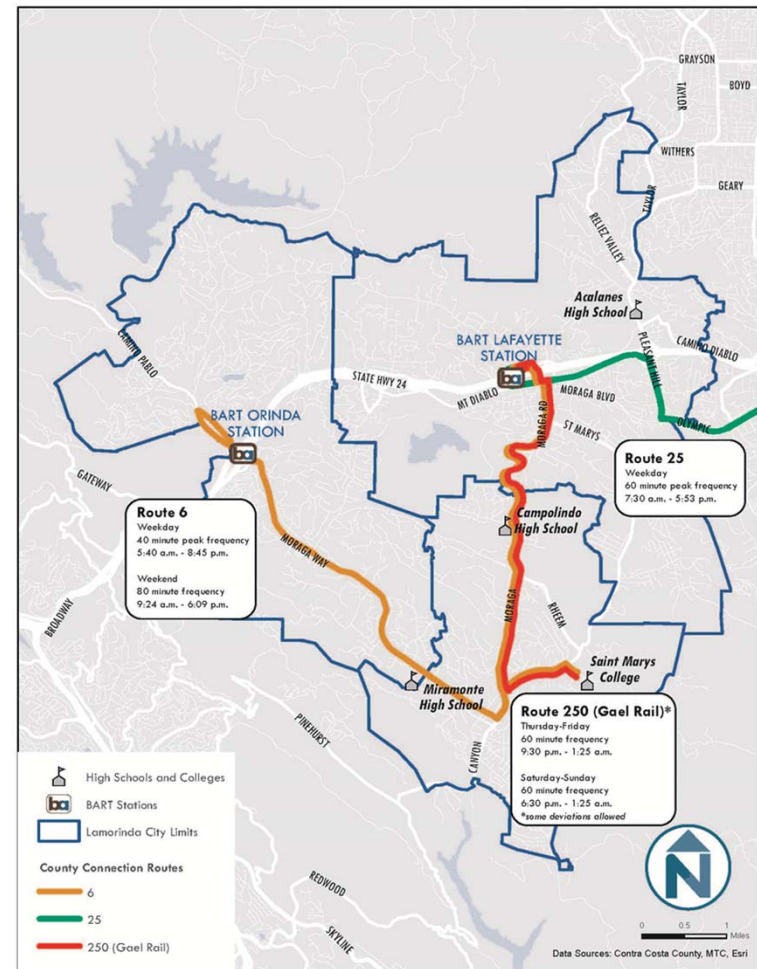
- Implement Lamorinda Service Plan
- Improve Service in I-680 Corridor
- Downtown Concord Circulator
- Bishop Ranch Circulator
- Naval Weapons Station Service

# Implement Lamorinda Service Plan

Expand Route #6: \$250 - \$400K per year

Service Involving Other Agencies:

- Taxi Subsidy Program - \$100K or more
- Expand School Bus Program - \$480K
- Increase School Program Coordination



# Improve Service in I-680 Corridor

- Park and ride lot purchase and construction
- Bus on shoulder improvements
- Additional buses and operating cost
- Operating cost: \$5.5M per year
- Capital cost: \$10.8M



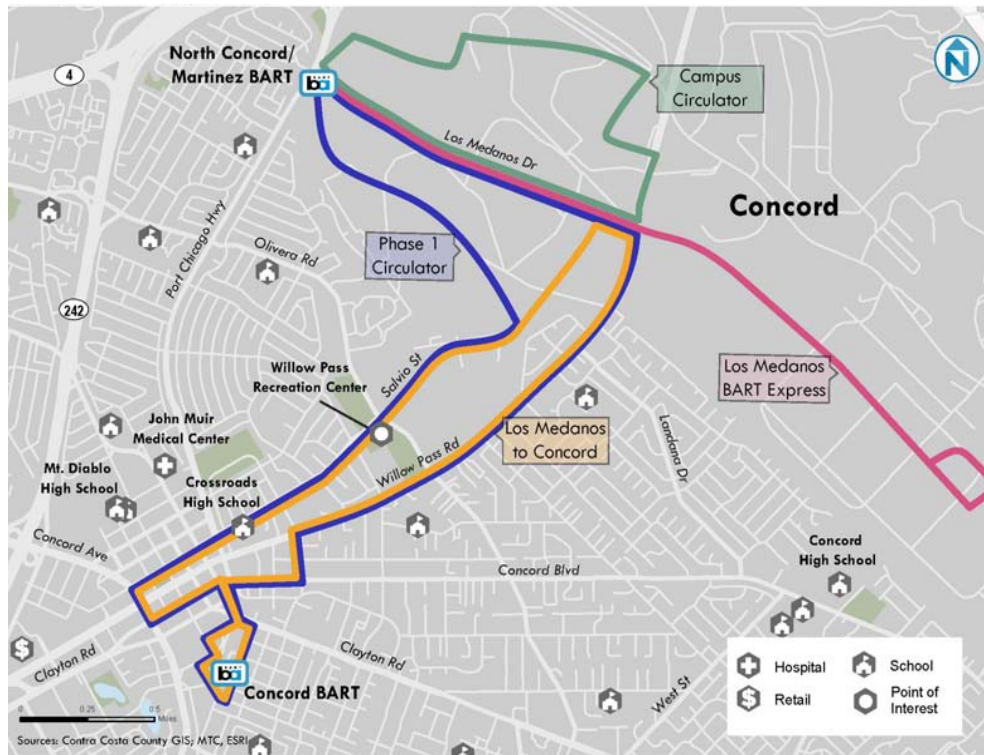
Prepared For  
Contra Costa  
Transportation Authority



I-680 Transit Investment/Congestion  
Relief Options Study  
Final Report  
Prepared by  
**DKS**  
In Association With  
Parsons Transportation Group  
Circlepoint  
December 9, 2015

# Downtown Concord Circulator

- 2 buses – 20 min frequency
- Operating cost: \$800K per year
- Capital cost: \$1M



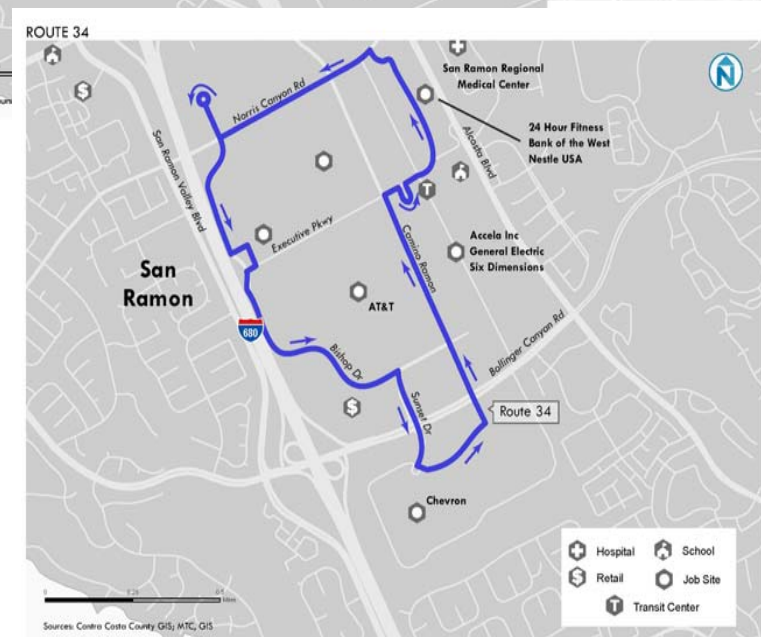
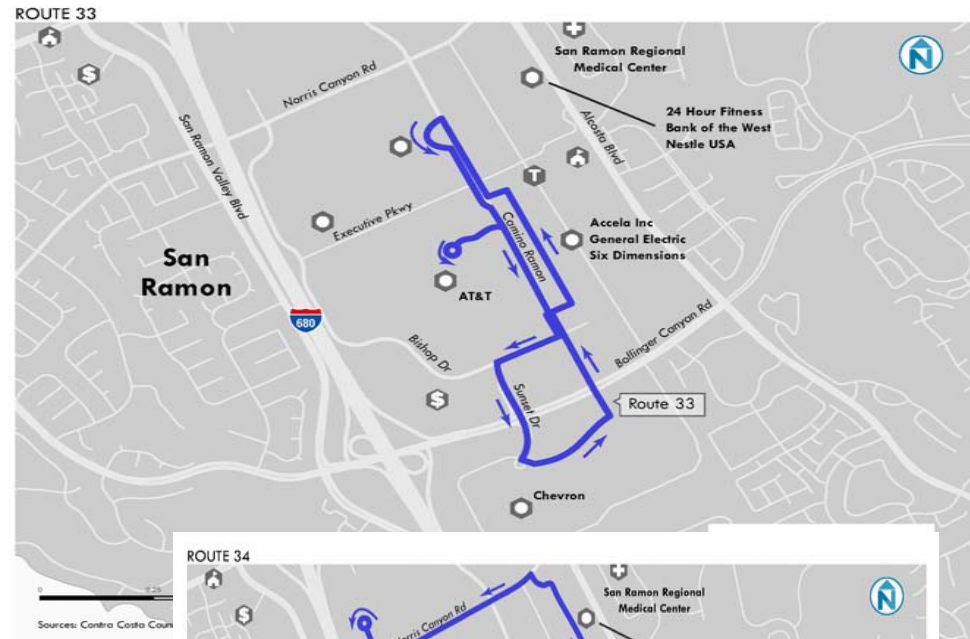
# Bishop Ranch Circulator

Shifts local circulation from the Express bus

15 Min frequency

Operating cost: \$1.6M per year

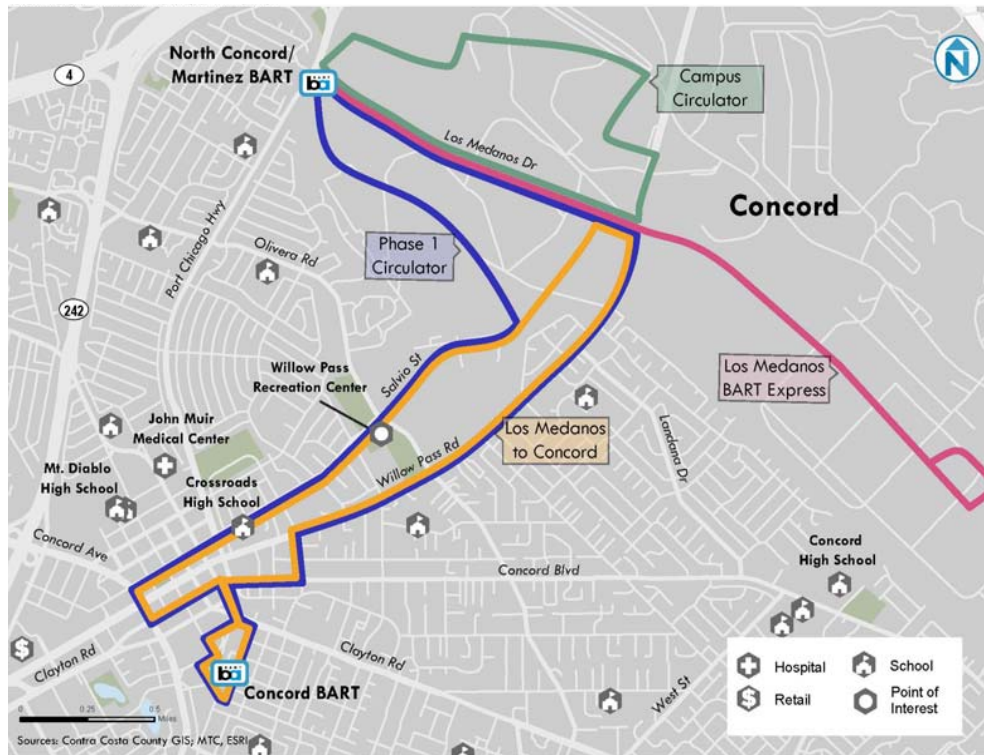
Capital cost: \$1.9M



# Naval Weapons Station Service

Assume phasing

- Operating cost – \$1.2 to \$9M full buildout
- Capital cost – \$2.4 to \$6.9M (21 buses)



# Funding Future



- New funding likely to be project specific
- New Cap and Trade funds
- Sales tax measure funds
- Discretionary capital funds
- Developer fees, private and public funding partners



# County Connection

## INTER OFFICE MEMO

To: Board of Directors

Date: February 9, 2016

From: Kristina Martinez

Reviewed by:

---

**SUBJECT:** State & Federal Legislative Update

---

### STATE LEGISLATION

#### MP&L Committee Discussion:

Staff brought a series of bills to the MP&L committee for discussion. The committee has forwarded the following recommendations to the Board of Directors.

#### Action Required:

The MP&L Committee requests that the Board of Directors discuss and take the following actions on state legislation:

- Support AB 1592 (Bonilla)
- Support and seek amendments to SB 824 (Beall)
- Support AB 1746 (Stone)

#### Background:

##### AB 1592 (Bonilla)

AB 1592 was introduced by Bonilla to begin a pilot project on autonomous vehicles. This bill would authorize Contra Costa Transportation Authority to conduct the pilot project at the Concord Naval Weapons Station. Tested vehicles would not be equipped with a steering wheel, brake pedal, accelerator, or operator and would also be limited to operate at speeds of less than 35 mph.

County Connection was specifically asked by Assembly Member Bonilla's office to support this bill with the belief that at some time in the future, this could potentially have public transit application.

##### SB 824 (Beall)

SB 824 was introduced in early January 2016 and proposes to modify several components of the Low Carbon Transit Operations Program (LCTOP). This includes allowing operators to pool their funding shares with other agencies, the rollover of funds from year to year for larger projects, and reimbursement eligibility upon approval of a capital project or component to a capital project.

Similarly, staff has had discussions with Assembly Member Bonilla's office regarding greater flexibility in the expenditure of Low Carbon Transit Operations Program (LCTOP) funds. Currently, 50% of LCTOP funds received by County Connection are utilized for services in the City of Martinez, a criteria met by applying these funds towards disadvantaged communities (DAC). However, County Connection is unable to apply LCTOP funds with communities beyond the City of Martinez.

Assembly Member Bonilla has expressed a willingness to assist County Connection in gaining greater flexibility of LCTOP funds. SB 824 is likely a vehicle to use for that change as the bill presents the opportunity for Bonilla to become a co-sponsor or put forward a similar amended bill.

The MP&L Committee requests that the Board of Directors support SB 824 and seek amendments to include a broader definition of how the 50% is applied. This includes applying the 50% on a state wide versus operator basis, allowing greater flexibility of how LCTOP funds are allocated.

#### AB 1746 (Stone)

AB 1746 extends the ability of select counties and/or operators to run bus on shoulder transit service within the highway system. Each of the Districts and Authorities under the program intend to work closely with the California Highway Patrol in determining such corridors while maintaining the safety of both drivers and vehicles.

This legislation would allow County Connection to provide bus on shoulder service on the 680 corridor as recommended by the I-680 Transit Investment & Congestion Relief Study. The study was recently conducted by Contra Costa Transportation Authority (CCTA) and is likely going to receive partial funding in any new transportation expenditure plan.

---

## **FEDERAL LEGISLATION**

### **Action Required:**

The MP&L Committee requests that the Board of Directors review and approve the draft 2016 County Connection Federal Legislative Program.

### **Background:**

Staff has prepared the draft 2016 County Connection Federal Legislative Program. The program is updated annually and includes information about the Authority as well as its position on federal policies and programs. The draft has been attached for your reference.

## County Connection Provides These Important Transit Benefits

- Commuter shuttles that reduce travel time, relieve congestion, and connect to regional transportation services.
- Comprehensive local services that allow students to use public transit to go to and from school.
- Direct and convenient service between communities of concern like the Monument Corridor in Concord and medical facilities like the County Hospital.
- Over 200 jobs directly and hundreds more indirectly through the purchase of vehicles and supplies.
- Alternative modes of transportation that support the local economy and environmental improvements, energy independence, senior mobility, student transportation, and connections to the Bay Area region for all activities.
- Direct connections to shopping via shuttles from neighborhoods and BART.

Stay Connected with County Connection



2477 Arnold Industrial Way • Concord, CA 94520 • (925) 676-1976

The information in this brochure is available on the County Connection website - [www.countyconnection.com](http://www.countyconnection.com)

# 2016 Federal Legislative Program



COUNTY CONNECTION

2477 Arnold Industrial Way • Concord, CA 94520 • (925) 676-1976

---

---

## County Connection

County Connection is a joint powers agency that provides fixed-route and ADA paratransit services through the communities of Clayton, Concord, Danville, Lafayette, Martinez, Moraga, Orinda, Pleasant Hill, San Ramon, Walnut Creek, and unincorporated communities in Central Contra Costa County. County Connection operates a fleet of 121 fully accessible transit buses and 63 paratransit vehicles and continually strives to best meet the needs of our customers, communities, and the general public.

### County Connection Mission

*The Central Contra Costa Transit Authority (CCCTA) is committed to providing transportation services within the constraints of our suburban and financial environment. CCCTA will also aggressively promote the expanded use of transit through creative implementation of programs and services to the communities we serve, in order to improve air quality, reduce traffic congestion, and energy consumption.*



---

---

## County Connection Innovation

- County Connection is now a technologically supported bus service. As of late 2015, the Authority implemented Clipper (a Bay Area electronic fare payment system) and all buses enjoy Wi-Fi capability. County Connection customers can also use Bus Tracker, a real time bus stop information system that allows people to access real time bus arrival predictions from their laptops and smart phones.
- County Connection uses clean burning hybrid Gillig buses manufactured locally.
- County Connection has participated in the planning of innovative transit oriented development projects at both the Pleasant Hill and Walnut Creek BART stations. Both stations will serve as major transit hubs for regional connectivity.



---

---

## County Connection Innovation

- County Connection launched a mobility management program through the use of New Freedom funds through partnerships with other Contra Costa County operators, Social Service agencies, and the Contra Costa Mobility Management Center.
- County Connection will introduce its fully electrically powered trolley buses for its highly successful Walnut Creek downtown shuttle. This first of its kind application will rely on inductive charging and brings new private partners to the electric bus field. This was funded using a federal Clean Fuels grant in 2016.
- County Connection maintains a nationally recognized public-private partnership with the Bishop Ranch Business Park to provide frequent shuttles between Bishop Ranch and two regional rail systems, BART and the ACE Train. This features significant operating cost reimbursement as well as full fare subsidy from Bishop Ranch.



---

---

## Ridership

County Connection customers rely upon public transportation and come from diverse backgrounds both socially and economically. The service area (Central Contra Costa County) is approximately 200 square miles with a population of close to 500,000. Annual ridership is estimated at 3.5 million for both fixed-route and paratransit services. County Connection customers are:

- Commuters going to work
- People connecting to regional rail like BART, Capitol Corridor and ACE Train (Altamont Commuter Express)
- Students going to school
- Seniors and persons with disabilities who are dependent on public transit
- Riders who rely on public transportation to participate in the community
- Residents who want to connect to their life activities in a manner that reduces their carbon footprint

Without County Connection services, many Central Contra Costa residents would have no transportation available for work, school, medical appointments, or to take advantage of recreational opportunities. For our residents, County Connection is a life sustaining service!

---

---

## Federal Legislative Program

Legislation is a major component in determining Federal policies and programs. In turn, it widely affects the funding allocations that County Connection will utilize in its operations and budgets.

County Connection relies on over \$7 million dollars annually in federal transit funding for necessities crucial to the Authority such as federally mandated bus replacement and preventive maintenance. Moreover, sufficient federal investments in public transit will be imperative in order to attract new ridership and acquire long-term solutions to issues such as air quality and traffic congestion.

County Connection supports the following objective:

1. FY 17 Federal Funding at Authorized Levels



---

---

## Position #1: FY 17 Federal Funding at Authorized Levels

County Connection relies on federal funds to maintain service levels and capital equipment to a state of good repair. The recently enacted FAST Act must be honored by appropriating to the full authorized levels of funding in FY 17.

The Authority expects to receive \$1.5 million in 5307 funds in FY 17 for the use of paratransit operating contracting. This portion of funding is 25% of the paratransit operating budget. Without this revenue, County Connection would need to transfer \$1.5 million from fixed-route operations to cover paratransit needs. Consequently, this would amount to a 10% cut of fixed-route service.

